

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Contracts and Purchasing

DEPARTMENT: Fiscal Services **DIVISION:** Purchasing and Contracts Division

AUTHORIZED BY: Lisa H. Spriggs **CONTACT:** Ray Hooper **EXT.** 7111

Agenda Date 6/27/2006 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐
Public Hearing – 1:30 ☐ **Public Hearing – 7:00** ☐

MOTION/RECOMMENDATION:

BACKGROUND:

CONSTRUCTION CONTRACTS

15. **Award CC-0835-06/BLH – Snow Hill Road Bridge Erosion Control Project to R.J.P. Enterprises, Inc. of Gainesville (\$340,217.00).**

CC-0835-06/BLH will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary for the reconstruction of the existing access road located south of the Snow Hill Road Bridge.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: _____
File No. CFSP00

The scope of construction work includes the following: over 800 feet of road access re-grading & re-stabilizing using perforated geoweb system with rock fill as top layer, reshaping of existing ditch and pond, installation and replacement of drainage structures and pipes, installation traffic signs and perimeter fence, and the re-grading and installation of over 80 feet of erosion materials along the south side of the river located under and near the existing bridge structure. Maintenance of traffic in addition to clearing and grubbing are at a minimum.

The project was publicly advertised and the County received five (5) responses.

The third low bidder, American Persian Engineers and Constructors, Inc., filed a protest that the low bidder, R.J.P. Enterprises Inc., did not have the necessary FDOT certification for this job. Upon review by the County's engineering staff, it was determined R.J.P Enterprises, Inc., did have the needed FDOT certification and the protest was dismissed.

The Review Committee consisting of Mark Flomerfelt, P.E., (Principal Engineer- Public Works); Robert Walter, P.E., (Principal Engineer- Public Works); and Roland Raymundo, P.E., (Principal Engineer- Public Works) reviewed the responses. Consideration was given to the bid price, qualifications, and experience.

The Review Committee recommends award to the lowest priced, responsive, responsible bidder, R.J.P. Enterprises, Inc. in the amount of \$340,217.00. The completion time for this project is one hundred sixty-five (165) calendar days from issuance of the Notice to Proceed by the County.

This is a budgeted project, and funds are available in account number #077641.560650, CIP #00209104. Public Works/Engineering Division and Fiscal Services/ Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

16. Award CC-0952-06/TRJ – Fire Station #27 Concrete Slab Replacement to LAS Contracting, Corp. of Palm Coast (\$184,762.00).

CC-0952-06/TRJ will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary for the construction of a two phase driveway replacement at Fire Station #27. The work includes demolishing and removing the existing concrete slab, stabilizing the foundation to support maximum load requirements, and pouring and finishing the new driveway.

The project was publicly advertised and the County received seven (7) responses.

The Review Committee consisting of Walt Hamilton, Project Manager, Public Safety (EMS / Fire / Rescue), and Chuck Lawson, Principal Coordinator, Administrative Services (Facilities) reviewed the responses. Consideration was given to the bid price, qualifications, and experience.

The Review Committee recommends award of the contract to the lowest priced, responsive, responsible bidder, LAS Contracting, Corp. of Palm Coast, in the amount of \$184,762.00. The completion for this project is ninety (90) calendar days for substantial and thirty (30) calendar days for final from the issuance of the Notice to Proceed by the County.

This is a budgeted project, and funds are available in account number 056100.560630, CIP #00240001. Public Safety Department / EMS/Fire/Rescue Division and Fiscal Services Department / Purchasing and Contracts Division recommend that the Board approve the project and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

PROFESSIONAL SERVICES

17. Approve the ranking, authorize negotiations and award PS-0722-06/BHJ – Chapman Road Final Design Services to Inwood Consulting Engineers, Inc., Orlando. (\$500,000.00 estimated).

PS-0722-06/BHJ will provide the services of a professional engineering consultant to complete an update of the construction plans for Chapman Road (From S.R. 426 to S.R. 434) project improvements. This project was publicly advertised and the County received three submittals (listed alphabetically):

- Inwood Consulting Engineers, Inc., Oviedo;
- The LPA Group, Orlando;
- The Balmoral Group, Maitland.

The Evaluation Committee, which consisted of Antoine Khoury, P.E., Principal Engineer; Patti Leviti, Senior Coordinator; Jerry McCollum, P.E., County Engineer and David Nichols, P.E., Principal Engineer; evaluated the submittals and short-listed all three firms based on the following criteria:

- Approach to and Understanding of the Project;
- Qualifications of the Firms;
- Similar Project Experience;

- Location of the Firm

The Evaluation Committee interviewed the short-listed firms (listed alphabetically):

- Inwood Consulting Engineers, Inc., Oviedo;
- The LPA Group, Orlando;
- The Balmoral Group, Maitland.

The short-listed firms were evaluated based on the following criteria:

- Approach to and Understanding of the Project;
- Innovation and Cost Saving Ideas;
- Qualifications of the Firms and Similar Project Experience;

The Evaluation Committee recommends that the Board approve the ranking below and authorize staff to negotiate with the top ranked firm in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act (CCNA):

- 1) Inwood Consulting Engineers, Inc., Oviedo;
- 2) The LPA Group, Orlando;
- 3) The Balmoral Group, Maitland.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be within the constraints of the approved project budget and negotiated on an as-needed basis. The term of the contract for this project shall run for five (5) years and at the sole option of the County may be renewed for two (2) successive periods of one (1) year each. The estimated contract value is \$500,000.00.

Public Works / Engineering Division and Fiscal Services / Purchasing and Contracts Division recommend that the Board approve the ranking, authorize staff to negotiate, and authorize the Chairman to execute a Master Agreement as prepared by the County Attorney's Office.

18. **Approve Work Order #2 – County Services Building Re-Roofing Project under PS-0381-06/BLH – Master Agreement for Continuing Architectural and Engineering Services for Projects Not Exceeding \$1,000,000.00 to Starmer Ranaldi Planning and Architecture, Inc. of Winter Springs (NTE \$100,000.00).**

Master Agreement PS-0381-06/BLH provides Architectural/Engineering design services for various renovation, restoration, construction and general

consulting projects under \$1,000,000.00 in Seminole County. The Architectural and Engineering services also include CEI for various restorations, renovation and other construction projects whose estimated cost does not exceed \$1,000,000.00. Work Orders are issued against this master agreement as necessary when tasks are identified.

Work Order #2 under Master Agreement PS-0381-06/BLH provides professional design services for roof repairs and upgrades on the County Services Building (CSB). This project consists of architectural design including roofing, mechanical engineering, electrical engineering, plumbing engineering, and structural engineering, specialty consultants necessary to develop construction documents suitable for bidding and construction. This item was pulled from the June 13th consent agenda so that staff could add the following information.

The CSB roof was last replaced in 1989 with a granule surfaced modified bitumen membrane over lightweight concrete. The parapet walls are flashed/counter-flashed with a caulk joint at the top of the counter-flashing. The northwest roof has several abandoned and capped vent stacks due to earlier renovation/remodeling in the interior areas. All rain runoff is sloped to the south of the building and conveyed via scuppers in the parapet walls to downspouts; contributing to the chronic flooding problems in the center stairwell landing and back parking lot.

The storm system and downspouts are overwhelmed by large storm events since the roof slopes only to the south. There are no downspouts or overflow drains on the north side of the building. Four roof sections, two on the west wing and two on the east, have a single scupper with no overflow scupper or drain. A clogged scupper could cause excessive build up of rain water, possibly leading to a roof support failure.

A new design is necessary for this roof using tapered insulation to re-direct rain runoff to new downspouts on the north side of the building and additional scuppers or overflows in other areas. The design will also address improved flashing and counter-flashing on the parapets and penthouses. The capped vents will be properly abandoned and/or removed.

The roof is nearing the end of the life expectancy. There are numerous patches in the membrane, the membrane surface has lost 30% of the granules, and the caulk joints are failing. Heavy rains on June 13th caused leaks in the Purchasing and Contracts office area and the center stairwell. A new roof design to correct the deficiencies identified above in conjunction with required roof replacement is strongly recommended by Staff.

Funds are available in account 010560.560620 CIP 236601. Administrative Services Department/Facilities Maintenance Division and Fiscal Services Department/Purchasing and Contracts Division recommend that the Board approve the award of Work Order #2 under PS-0381-06/BLH and authorize the Purchasing and Contracts Manager to execute the Work Order.

REQUEST FOR PROPOSALS

19. Approve Amendment #4 to RFP-4140-01/BJC – Courier Services Agreement, with Coastal Courier, Inc., Winter Park (\$2,409.02).

RFP-4140-01/BJC provides for courier services to complete deliveries on a daily schedule and to make payroll deliveries on a bi-weekly basis to various libraries and Department locations throughout Seminole County. Amendment #4 will provide for a five percent (5%) price increase to year five (5) of the contract due to the rise in fuel costs. The following is a summary of the cost of the contract:

Annual Awarded Amount	\$43,675.01
Amendments #1, 2 & 3	4,505.34
Add Amendment #4	<u>2,409.02</u>
Revised Not-to-Exceed Amount	\$50,589.37

Library and Leisure Services Division and Fiscal Services/ Purchasing and Contracts Division recommend that the Board approve the request and authorize the Purchasing and Contracts Manager to execute the amendment.

20. Approve Amendment #1 to RFP-4264-05/BJC – Compensation and Benefits Study for Seminole County, with Evergreen Solutions, LLC, Tallahassee, (Increase Scope of Services - \$60,500.00).

RFP-4264-05/BJC provided for a seven-step process related to a Compensation and Benefits study and developing a compensation program for the Seminole County Board of County Commissioners. The steps were comprised of the following:

- A. Conduct a market analysis;
- B. Determine compensation philosophy;
- C. Evaluate and place jobs into their appropriate classification;
- D. Re-vamp the current salary structure;
- E. Provide an analysis on salary adjustments, merit systems, bonuses, benefits, etc.;
- F. Review job descriptions for accurate FLSA exemption status; and

G. Prepare a report of study results and recommendations.

Amendment #1 will provide for the design and implementation of a countywide performance management plan. The performance management plan will include, but not limited to create an effective review, analysis and performance feedback system that will address a consistent program for evaluating performance and determining rewards for high level performances as the base for County's development. The key points of these services will be:

- Initiate the Outlined Project
- Conduct Internal Assessment
- Review Best Practices
- Create Performance Management System
- Training of Staff and Transition

The project is estimated to be completed on or before 120 calendar days from the approval of the Amendment. The cost for the additional scope of services is \$60,500.00 and the total cost of the contract is revised to \$110,500.00.

Human Resources Department and Fiscal Services Department/Purchasing and Contracts Division recommend the Board to approve the project and authorize the Purchasing Manager to execute the Amendment.

TERM CONTRACTS

21. Approve Amendment #4 to IFB-3072-03/JVP – Term Contract for Sodium Hypochlorite, with Harcross Chemicals, Inc., Tampa (Price Increase) (Term Contract).

IFB-3072-03/JVP provides for Sodium Hypochlorite for the Seminole County Environmental Services/Water & Sewer Division. Amendment #4 will provide for a price increase due to Manufacturer's increase. The price per gallon through this Amendment will be \$0.574 per gallon. Research was conducted and it was determined that the proposed price is in accordance with current market costs and the cost offered through competitive process to other governmental entities. The comparison is included in the backup documents.

Environmental Services Department/Water and Sewer Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the amendment and authorize the Purchasing and Contracts Manager to execute the amendment.